

CITY OF BURBANK PARKS & RECREATION

EST 1984

SUMMER DAZE

2020 Teen Summer Daze
Parent Handbook
818.238.5397

CITY OF
BURBANK



**PARKS AND
RECREATION**

Revised 6/4/2020

Welcome!

The City of Burbank Parks & Recreation Department would like to welcome you to our Summer Daze Program. We have prepared an exciting summer program that is sure to be a fun and memorable experience for your child(ren). Please take the time to read through this handbook as it contains valuable information including camp policies and procedures.

We are committed to having a fantastic summer through our fun recreation-based programming! Your child will be participating in daily activities such as arts, crafts, sports, cooking, field trips, events, and more which will allow them to play, discover, be creative, and create friendships. We look forward to sharing a wonderful summer experience with your child(ren)!

Sincerely,

Burbank Parks & Recreation
Summer of 2020 Team

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Enrollment & Registration

Dates for registration are listed in the Summer Camps brochure and vary from year to year. Due to high demand, a lottery system is utilized for Burbank Resident Online Registration. In order to participate in Burbank Resident Online Registration, participants must pre-register and receive a lottery number during the designated pre-registration timeframe. Residents must complete and submit all paperwork included in the Daycamp Registration Packet at this time. Lottery recipients are assigned a registration timeslot based on a random lottery draw.

Open registration for non-residents and Burbank residents who missed Burbank Resident Online Registration takes place on the date listed in the Summer Camps brochure. Paperwork included in the Daycamp Registration Packet must be submitted shortly after registration to complete the enrollment process.

The Burbank Parks & Recreation Department reserves the right to verify residency and age at any time. Falsifying information during the enrollment process will result in forfeiture of your camp spot(s) and you will be issued a refund minus fees in accordance with the camp refund policy.

Payment Policy

Fees for the week of June 15 are due in full at time of registration. A \$25 deposit per child, per session, must be made to hold additional camp sessions.

Remaining balances for camp sessions are due 10 business days prior to the start of the specific camp session. ***Failure to pay balances by the payment due date may result in forfeiting your child's spot in camp for that session and loss of deposit.***

PAYMENT SCHEDULE

Paying online: It is recommended to pay your balances online by logging into your E-Trak Plus account at www.burbankparks.com. The E-trak Plus system will accept payments (Visa/MasterCard) beginning the Friday before the payment due date. If you would like to make payment or multiple session payments ahead of time, please do so in person at your camp site.

SESSION	DATES	Camp Fee	Ext. Care	Online Payments Open	Payment Due
4	June 15 - 19	\$146 / NR \$156	\$30	At time of registration	At time of registration
5	June 22 - 26	\$146 / NR \$156	\$30	Friday, June 5	Monday, June 8
6	June 29 - July 2	\$131 / NR \$141	\$30	Friday, June 12	Monday, June 15
7	July 6 - 10	\$146 / NR \$156	\$30	Friday, June 19	Monday, June 22
8	July 13 - 17	\$146 / NR \$156	\$30	Friday, June 26	Monday, June 29
9	July 20 - 24	\$146 / NR \$156	\$30	Friday, July 3	Monday, July 6
10	July 27 - 31	\$146 / NR \$156	\$30	Friday, July 10	Monday, July 13
11	August 3 - 7	\$146 / NR \$156	\$30	Friday, July 17	Monday, July 20
12	August 10-14	\$146 / NR \$156	\$30	Friday, July 24	Monday, July 27

Paying at a camp site: If needed, payments are accepted at the camp sites. You may make payment with cash (exact change), check, Visa, Master Card, or money order. Please make checks payable to City of Burbank and include your driver's license number and child's name on the check.

Return Item Fee: A check returned from your banking institution will be subject to a \$25.00 Return Item Fee. Full payment and Return Item Fee will be due in cash no later than one week after notification. Furthermore, you may be required to make any future payments in cash or by money order.

Receipts

Please keep your receipts for your tax records and/or personal purpose. **Summer Daze does not distribute a cumulative total of day camp fees or reprint receipts.** Payment history can be retrieved on your E-Trak Plus account.

Receipts for payments will be emailed to the email address in your E-Trak Plus account. Please make sure the correct email is in your E-Trak account. Please notify us right away if you are not receiving receipts.

Tax I.D. Number

For tax purposes, our Tax I.D. number is 95-60000683.

Cancellations and Refunds

All requests for refunds must be submitted in writing by completing the Camp Refund Request Form. Refund Forms may be submitted directly to the Camp Director in person or emailed to summerdaze@burbankca.gov. Forms can be obtained at each camp location or online at www.burbankca.gov/camps.

- A refund will be issued when request is received at least 10 business days prior to the start of the week enrolled. No refunds will be issued after this time regardless of the reason of non-attendance.
- For each week refunded, a \$10 refund fee per child, per week is withheld regardless of reason for refund.
- A refund will not be issued for days missed in a week and there are no make-up days.
- Any refund of camp fees may take up to one week after notification to be processed. After a refund has been issued, credit card refunds may take up to seven business days depending on your credit card company/bank and check refunds may take 3-6 weeks to receive.
- Session deposits and session camp fees (including extended care fees) are non-transferable and may not be applied toward another camp, session balance, or program.

Teen Summer Daze Location and Phone Number

Olive Recreation Center, 1111 West Olive Avenue, 91506 | 818.238.5397

Camp Hours

Monday - Friday (excluding holidays)	9:00AM - 4:00PM
Extended Care Hours	7:30AM - 9:00AM & 4:00PM - 6:00PM

We are pleased to offer our Summer Daze families the convenience of extended care in the early morning and late afternoon for an additional fee of \$30 per camper, per session.

Late Pick-Up

Late pick up fees will be charged starting at 4:01 p.m. (6:01 p.m. if enrolled in extended care). The charge is \$5.00 per child for the first 15 minutes, or portion thereof, and an additional \$1.00 per minute thereafter.

Late Pick-Up (continued)

Additionally, if your child is not enrolled in extended care and you arrive before 9:00 a.m., the late fee will be administered. If your child is dropped off early or picked up late a second time during the week, you will be charged the \$30 extended care fee.

Sign-In/Out

Only a parent or responsible adult listed on the registration form may sign your child out of camp. **A photo I.D. will be required to verify the parent's or responsible adult's identification.** If an unauthorized adult attempts to pick up your child, or if the adult's identification cannot be verified with a picture I.D., staff **will not** release your child to him/her. Changes to your authorization list (adding/deleting names) may be done with the camp director.

Families are highly encouraged to designate one person to drop off and pick up camper on a daily basis. Parents will not be able to go inside the building. Check-in/out will take place outside of the building. Please be mindful of social distancing while waiting to check children into camp. Specific procedures will vary by camp location and will be emailed to parents the week prior to your child's week in camp.

Check in and out process will be contactless; staff will record time in or out while parent is present. Check-in time will be from **7:30-9:15am**. Participants arriving after 9:15am will be required to call designated camp facility. Check-out time will be from **3:45-4:15pm**, however if your child is enrolled in extended care, parent's/guardians will need to call the designated facility upon arrival.

Per the *Summer Daze Acknowledgement COVID-19 Form*, staff will be screening all campers upon arrival. This will include a temperature reading and general questions regarding COVID-19 symptoms and/or exposure. **Parent must be present for this screening.**

Campers must be signed out by an authorized adult each day, unless parents have signed the *AUTHORIZATION TO SIGN OUT OF CAMP* form allowing the camper to sign him/herself out. This form must be on file with the staff before a child will be allowed to leave without an adult. Please see form on page 8.

Camp Storage / Cubbies

Campers will be assigned a cubby in which to keep their belongings during the camp day. Cubbies will be safely stored one foot apart from other camper's cubbies. Your child's cubby number will correspond to the number next to his/her name on the attendance sheet. Cubby numbers may change from session to session. All belongings should be taken home each day.

What to Send with Your Child

Campers should wear comfortable clothing and athletic shoes (**no sandals, Crocs, or open toe shoes**) to camp. Shorts and a t-shirt are standard camp wear.

Send your child with the following **labeled** items daily

- √ Mask (Daily clean mask, along with a clearly marked plastic bag for storage)
- √ Healthy snacks, sack lunch and utensils if needed for meal
- √ Reusable water bottle

Recommended items to bring:

- √ Sunscreen (Some activities are outside. Be sure to apply sunscreen before arriving at camp.)
- √ Hat

What Not to Bring to Camp

- X Electronic devices such as video games, MP3 players, etc.
- X Expensive clothing or jewelry
- X Games, toys, or trading cards

Lost Items

Summer Daze is not responsible for any items lost or stolen. Please mark all articles of clothing, towels, lunches and personal belongings with your child's full name. At the end of each day, any personal belongings left at camp are placed in the Camp Lost and Found. Unclaimed Lost and Found items will be donated after 30 days.

Cell Phones

Cell phones are not necessary at camp and are not to be used during camp hours. **Campers may ask permission from the camp director to use their cell phones in certain or emergency situations.** If campers are caught using their cell phones during camp they will be collected and returned to parents or the camper at the end of the day.

We recognize that today's kids are part of the most connected generation ever, however, Teen Summer Daze kids are here to learn how to make conversation, navigate friendships and improve their social skills, among other things. If a camper is involved in texting friends or playing games on their phones then they're not engaging in Teen Summer Daze activities.

What to Wear to Camp

Students must dress appropriately for all camp activities. Dress code requires that clothing be neat, clean, and fit/cover the participant in an appropriate manner. Pants and shorts should be properly hemmed and fit/be worn at the natural waistline.

Girls' tops/blouses will cover any undergarment, the chest and midriff so that they remain covered even when stretching, bending, playing sports or raising hands. Items to avoid include but are not limited to: see through tops, low cut tops, crop tops, off the shoulder or spaghetti strap tops, short shorts, short skirts, and low-rise pants and jeans.

Boys must wear pants that fit at the waist and completely cover underwear. Excessively oversized clothing is not allowed. Items to avoid include, but are not limited to: "sagging" pants or shorts which reveal underwear, pants with or without hems that drag on the ground, and belt buckles and T-shirts with inappropriate slogans, pictures, or words.

For safety reasons, shoes must be worn at all times with toes completely enclosed (NO SANDALS, HEELS, CROCS or OPEN TOE SHOES). All clothing and jewelry must be appropriate. The wearing of any article which promotes or symbolizes alcohol, drug, or tobacco use, illegal activity, profanity, gang identification or which is vulgar or offensive is not allowed. Campers should wear comfortable clothing and athletic shoes to camp. Parents will be notified of dress code violations and/or be required to bring an appropriate change of clothes for the participant. Continuous issues with dress code may result in suspension from camp.

Campers are required to wear their camp shirt on field trips and specified days only. **A \$10.00 fee will be charged for each additional T-shirt.** Some camp activities are outdoors; please apply sunscreen to your child before arriving at camp.

Lunch and Snacks

Campers are required to bring their lunch every day unless specified in the weekly newsletter. Campers will be very active at camp so please pack a healthy lunch. Please do not pack candy or other foods with little nutritional value. Be sure to include a drink for lunch. We offer the campers a small morning and afternoon snack. Water is readily available at all camp sites. Please send child(ren) with a refillable water bottle.

Occasionally, campers may have the option of buying/walking to buy lunch. For these days, campers may bring \$5 for lunch. The lunch is a set meal (no custom orders). On days that we walk to lunch, campers may place their own order. Please send enough money for their order. Campers may bring their own lunch if they do not like the food choices and/or do not wish to participate. If we provide this option, information will be included on weekly newsletter.

Campers may bring money for the ice cream truck (up to \$3) on Monday and Friday. They will be allowed to make purchases at 4:00 p.m.

Medication

Prescription Medication: If your child requires any medication (including an EpiPen) during program hours, you and your doctor must complete a Burbank Parks & Recreation Department Medication Release form. Summer Daze staff will administer the medication only with this form on file. Camp staff must hold all medication. Please bring in medications in their original containers. Please do not put your child's medication in their lunches, cubbies/baskets or send medication with your child to administer themselves.

Over-the-Counter Medication: If your child will be taking over the counter medication (such as Tylenol, Benadryl, etc.) during program hours, we must obtain the Burbank Parks & Recreation Department OTC Medication Release Form signed by the parent. Staff will administer the medication, as needed, according to the product label only. Please bring in medications in their original containers. Camp staff must hold all medication. Please do not put your child's medication in their lunches, cubbies/baskets or send medication with your child to administer themselves.

Please note any information that will help staff effectively supervise your children (for example: health considerations, special needs, etc.) on the Summer Daze Daycamp Registration Form.

Camp Structure, Schedules & Activities

A camp newsletter will be emailed to parents by the Friday before each session of camp and are available the first day of each camp session. Please read this newsletter carefully as it will include important information about the week's activities, field trips, special events, and more. We maintain a 10:2 ratio of children to staff throughout the summer. Campers can take part in several camp activities throughout the day. Campers will be divided into stable groups of 10, each with a dedicated room and team of counselors for the week. Campers will participate in several camp activities throughout the day. Camp activities will be structured to allow for as much social distancing as possible and will include arts, crafts, indoor/outdoor activities and games, sports, music, drama, science, nature, cooking, and more. Campers will have their own camp boxes with supplies to reduce sharing and cross contamination. Summer Daze activities and events are subject to change without notice.

Photography

Please be advised that Summer Daze participants are subject to being photographed and such photographs may be used to publicize City of Burbank programs and events.

Movies

On occasion, movies rated PG or PG-13 are shown in camp. Please talk to camp staff if this is a concern to you. Movies are optional and campers may participate in an alternate activity if they do not want to watch the movie.

Discipline

Safety of the camp participants is our top priority. The discipline policy is set to ensure everyone in camp is safe and having a good experience. If there is a need for discipline, appropriate action will be taken. The procedures used by staff are designed to be fair, consistent, and effective. The staff and child will discuss the inappropriate behavior and expectations of campers. Parents will also be informed of the situation. If a child's actions are unsafe or continuously disruptive to the camp's operations, disciplinary action will be taken. Depending on the misbehavior, the child could receive a warning, a time-out, participation privileges taken away, and/or suspension or expulsion of the program.

Examples of misbehavior that could result in discipline:

1. Causing or attempting to cause physical injury to a fellow camper, staff, or member of the public
2. Causing damage to City property or private property
3. Committing an obscene act
4. Engaging in habitual profanity, inappropriate words, teasing or vulgarity
5. Willfully defying and/or disrespecting the Parks and Recreation staff
6. Engaging in bullying through verbal, physical interaction and/or electronic device
7. Running away from staff
8. Breaking the day camp rules
9. Additional behavior that may be disruptive, unsafe, and/or inappropriate
10. Not following day camp policies and procedures related to social distancing, face covering, frequent hand washing and/or other safety protocols

If a child's behavior is unsafe or harmful to themselves or others, or is disruptive to the program, parents will be called to pick up their child from camp immediately. The program supervisor reserves the right to determine which consequence is appropriate for the child's actions. Please note that there is zero tolerance for physical violence and unsafe behavior, such as running away and/or hiding from staff.

Parent Involvement

We strongly encourage parent communication and cooperation with the staff. Good communication with each parent helps the Summer Daze staff relate to the children most effectively. Please feel free to communicate any special needs or address any concerns that you have to the staff. The staff will inform you of any behavior concerns regarding your child when necessary.

The City of Burbank Parks & Recreation Department is committed to providing safe and quality programs for your child (ren). For the safety of the children in the Summer Daze program, the City of Burbank does not allow parents/adults to volunteer or make extended visits during program hours. If you need to drop off a lunch or talk to your child during program hours and you are not checking your child out, please limit your visit to less than five minutes. Engaging in activities or interacting with other children during program hours is prohibited. The limited visitation time allows for our staff to have better supervision of the children, limit their exposure to strangers, and ensure a safer environment.

Swimming, Sunscreen and Rash Guards

Swim trips are not likely, but may be a consideration at Verdugo Aquatic Facility after July 1. Please note that aquatics programs are also being operated under strict guidelines, therefore swim trips are not a guaranteed part of day camp.

If a swim day is scheduled, you will be notified by the camp director via the weekly newsletter. Please be sure to send your child with a swimsuit, towel, and sunscreen. **All campers are strongly encouraged to wear rash guards or swim shirts on swim days.**

In order to swim in deep water or use the diving boards, campers must pass a swim test conducted by a lifeguard each week regardless of the swim level noted on the registration form.

Field Trips *Cancelled for 2020*

Transportation

In the event that a swim trip to the Verdugo Aquatics Facility does take place, campers will be transported in a school bus. Summer Daze uses school buses provided by an outside transportation service, which provides experienced, state-licensed drivers. Staff and campers will need to abide by all social distancing guidelines set forth by the bus company.

While on walking fieldtrips, campers will be expected to abide by all traffic rules and stay on sidewalks and paths. Counselors are dispersed throughout the camp group.

Bus Behavior

All campers are expected to follow the following rules:

- Always listen to the bus driver and counselors
- Campers must remain seated and facing forward
- Keep hands to yourself and feet on the floor, not in the aisles or window
- Use quiet voices while on the bus
- No eating or drinking on the bus

Campers who do not follow the bus rules may be denied the privilege of attending field trips.

City of Burbank Parks and Recreation Department:

Teen Summer Daze

AUTHORIZATION TO SIGN OUT OF CAMP

Dear Teen Summer Daze Parent,

Welcome to Teen Summer Daze! One of the privileges allowed to our teen campers is the opportunity to sign themselves out of camp with parental permission. Your signature below allows your child to sign themselves out of camp with the following rules:

- Parents are required to be present during Check-In screening process.
- Campers may sign out at 4:00 p.m. Campers enrolled in extended care may sign out as late as 6:00 p.m. Extended care is an additional \$30 per week per camper.
- If a camper is not yet signed in, or already has signed out, they may not participate in camp activities. Campers may be asked to leave the facility. All park rules must be followed.
- The City of Burbank has no responsibility for the camper until he/she completes Check-In screening process with parent present.
- The City of Burbank has no responsibility for the camper after he/she has signed themselves out.
- Campers needing to sign out of camp during camp hours (9:00 a.m.-4:00 p.m.) must have written parent permission.
- Campers may forfeit the signing in/out privilege if they are found disobeying or abusing the rules.
- Parents may call 818.238.5397 to notify staff that their child will not attend, or to check if their child arrived safely.

Thank You,
Teen Summer Daze Staff
(818) 238-5397

-----Cut along this line-----

My signature below authorizes my child to sign themselves out of camp. I have read and understand the rules pertaining to campers signing out.

Camper's Name: _____ Camper's Phone Number: _____

Parent Phone Number: _____

What time do you expect your child to leave camp? _____ Sign-Out Time: _____

Additional Notes:

What other activities is your child involved in that would make them come late and/or leave early?

I authorize my child to sign him/herself INTO/OUT of camp.

Parent/Guardian Print Name: _____

2020 CAMP REFUND REQUEST FORM

Child's Name: _____

Date of Request: _____

REFUND POLICY

All requests for refunds must be submitted in writing by completing the Camp Refund Request Form. Refund Forms may be submitted directly to the Camp Director in person or emailed to summerdaze@burbankca.gov. Forms can be obtained at each camp location or online at www.burbankca.gov/camps.

- A refund will be issued when request is received at least **10 business days** prior to the start of the week enrolled. **No refunds will be issued after this time regardless of the reason of non-attendance.**
- For each week refunded, a **\$10 refund fee per child, per week** is withheld regardless of reason for refund.
- A refund will not be issued for days missed in a week and there are no make-up days.
- Any refund of camp fees may take up to one week after notification to be processed. After a refund has been issued, credit card refunds may take up to seven business days depending on your credit card company/bank and check refunds may take 3-6 weeks to receive.
- Session deposits and session camp fees (including extended care fees) are non-transferable and may not be applied toward another camp, session balance, or program.

Please check the camp and session(s) you would like to cancel.

SESSION	DATES	CAMP	
4	June 15 - 19	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze <input type="checkbox"/> Ovrom Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
5	June 22 - 26	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze <input type="checkbox"/> Ovrom Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
6	June 29 – July 2	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze <input type="checkbox"/> Ovrom Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
7	July 6 -10	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze <input type="checkbox"/> Ovrom Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
8	July 13 - 17	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze <input type="checkbox"/> Ovrom Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
9	July 20 - 24	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze <input type="checkbox"/> Ovrom Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
10	July 27 - 31	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze <input type="checkbox"/> Ovrom Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
11	August 3 - 7	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze <input type="checkbox"/> Ovrom Summer Daze	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze
12	August 10 - 14	<input type="checkbox"/> McCambridge Summer Daze <input type="checkbox"/> Robert Gross Summer Daze <input type="checkbox"/> Ovrom Summer Daze (not offered)	<input type="checkbox"/> Verdugo Summer Daze <input type="checkbox"/> TEEN Summer Daze

Please state the reason for the request: _____

Parent Name: _____ Parent Signature: _____

Email: _____

For office use only: Date Received: _____ Staff Initials: _____ Receipt: _____

PRESCRIPTION MEDICATION RELEASE FORM

Child's Name: _____ Age _____ Birth Date: _____

Program Site: _____

Name of Medication: _____

Reason for Medication: _____

Time Medication is to be Administered: _____ Dosage: _____

Precise Method of Administering Medication: _____

Start Date for Medication: _____ End Date for Medication: _____

Does child possess knowledge and ability to self-administer medication? ☐ Yes ☐ No

If medication is as needed, please describe symptoms or indications that would require medication:

Special Considerations (special instructions, precautions, possible side effects, other comments):

PARENTAL CONSENT: I authorize City of Burbank Parks & Recreation Department staff to assist my child in taking the medication listed above in accordance with the instructions provided above. I understand that Parks & Recreation staff are non-medically trained personnel and that it is my responsibility to provide complete legible directions and instructions for the administering of the medication listed above. I authorize Parks & Recreation staff to communicate with the physician listed below regarding my child's medication and/or medical condition.

Parent / Guardian Signature

Date

PHYSICIAN CONSENT: I have prescribed the medication listed above for this child.

Physician Signature

Date

Print Physicians Name: _____ Phone: _____

For Office Use Only	
Date Form Received: _____	
Approved: Program Supervisor _____ Signature	Site Leader _____ Signature

OVER THE COUNTER MEDICATION RELEASE FORM

Child's Name: _____ Age _____ Birth Date: _____

Program Site: _____

Name of Medication: _____

Reason for Medication: _____

Time Medication is to be Administered: As needed Dosage: per product label directions

Precise Method of Administering Medication: per product label directions

Start Date for Medication: ongoing-as needed for pain End Date for Medication: ongoing-as needed for pain

Does child possess knowledge and ability to self-administer medication? ☐ Yes ☐ No

If medication is as needed, please describe symptoms or indications that would require medication:

Special Considerations (special instructions, precautions, possible side effects, other comments):

PARENTAL CONSENT: I authorize City of Burbank Parks & Recreation Department staff to assist my child in taking the medication listed above in accordance with the instructions provided above. I understand that Parks & Recreation staff are non-medically trained personnel and that it is my responsibility to provide complete legible directions and instructions for the administering of the medication listed above.

Parent / Guardian Signature

Date

For Office Use Only

Date Form Received: _____

Approved: Program Supervisor _____ Site Leader _____

Signature

Signature

Summer Daze 2020 COVID-19 POLICIES & PROCEDURES ACKNOWLEDGEMENT FORM



CAMP PROCEDURES

- **Group Size** - Campers will be divided into stable groups of 10, each with a dedicated room and team of counselors. Group size may be increased to 15, if and/or when permitted by the County of Los Angeles.
- **Social distancing** – Camp activities will be structured to allow for as much social distancing as possible.
- **Cleaning/disinfecting** - Classrooms, bathrooms, toys, equipment and other high-touch surfaces will be cleaned and sanitized on a regular basis. Campers will also have their own box of supplies, with items such as scissors, markers, paint brushes, etc. in order to reduce sharing and cross contamination.
- **Handwashing** - Regular handwashing will be enforced for staff and campers.
- **Face coverings** - Required for campers and must be worn when feasible. Campers will be allowed to remove their face covering during meal periods and certain socially distant camp activities. Parents must send their child to camp with a clean mask on a daily basis, along with a clearly marked plastic bag for storage during the day.
- **Drop off and pick up** - Families are highly encouraged to designate one person to drop off and pick up camper on a daily basis. Parents are not allowed in the camp room and check-in will take place outdoors. Please be mindful of social distancing while waiting to check children into camp.
- **Field trips and swimming** – All field trips have been cancelled. Trips to the pool are not likely and will depend on operations at the Verdugo Aquatic Facility.

HEALTH POLICIES

- Parent is responsible for screening themselves and their child at home for symptoms of COVID-19, including fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell. Anyone with symptoms consistent with COVID-19, including the child, should remain at home in isolation for a minimum of 10 days, including at least 72 hours without a fever (without fever-reducing medication) and improvement in other symptoms.
- Additional health screening will take place upon arrival at camp, including a temperature reading and general questions regarding COVID-19 symptoms and/or exposure. Parent must be present for this screening. Symptoms that will preclude children from camp include fever (over 100.4F), cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell.
- Children will not be allowed to attend camp if they or any household members have a fever of 100.4F or above, or display other symptoms of COVID-19, as listed above. Camper cannot return to camp for at least 10 days, including 72 hours fever free (without the use of fever reducing medication). Campers may be allowed to return sooner with a doctor's note unless the camper is required to self-quarantine under the County's Public health Order.
- Children who become sick during the camp day will be separated from the group and sent home immediately.
- Parents must notify camp staff if their child or any household member tests positive for COVID-19. In such a situation, the camper may not return to camp until they are allowed to exit self-isolation or self-quarantine under the County Health Orders.
- Camp staff will adhere to the same health guidelines as described for campers, including daily health screenings and a return-to-work policy that includes 10 days of isolation and being fever free for at least 72 hours. Camp staff are also required to wear masks while at work.

PARENT ACKNOWLEDGEMENT: I understand the policies and procedures listed above for day camp and agree to abide by them. I agree to inform my child of policies regarding face coverings, social distancing and frequent hand washing. I understand that my child may be suspended and/or expelled from camp if he/she is unable to abide by these policies.

Signature of Parent/Guardian: _____ Date: _____

